

# Town of Minerva

5 Morse Memorial Highway, P.O. Box 937, Minerva, NY 12851-0937  
 Telephone (518) 251-2869 ♦ Fax (518)251-5136 ♦ email: admin@townofminervany.gov

## Application for use of Town Facilities(Buildings)

**PAVILION / PARKS/ BUILDING REQUESTED:**

#3 Pavilion New/Skate Rink	#2 Pavilion MYP / Large	#1 Pavilion Small	___ OTHER:
Town Hall Upper 5 Morse Mem. Hwy	Town Hall Lower 5 Morse Mem. Hwy	Community Center 1652 NYS 28N	

**USER INFORMATION:**

<b>Reserving Person:</b>	<b>Event Date:</b>	<b>Start Time:</b>
<b>Purpose of use:</b> (party, fundraiser, reunion, picnic, etc.)		<b>End time:</b>
<b>Phone:</b>	<b>Email:</b>	
<b>Key Required:</b> <input type="checkbox"/> YES or <input type="checkbox"/> NO (Community Center Only)		
<b>Circle One:</b> <input type="checkbox"/> Resident*      <input type="checkbox"/> Non-Resident      <input type="checkbox"/> Non-Profit Organization <i>*Attach Proof of Residency (ID, Rental Agreement, Tax Bill)</i>		
<b>\$100 Security Deposit Returned:</b> <input type="checkbox"/> Pick up -or- <input type="checkbox"/> Destroy -or- <input type="checkbox"/> Mailed (provide an address for mailing)		
<b>Address:</b> _____		<b>State:</b> _____ <b>Zip:</b> _____
<b>Alcohol:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Approved by:</b>	
<b>Kitchen Use Requested:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Approved by:</b>	
<b>Food being Served:</b>	<input type="checkbox"/> Serving the Public; DOH Permit <i>REQUIRED.</i> <i>Permit Provided:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Being Catered - Caterer is required to hold a DOH permit. <input type="checkbox"/> Private Event	

**RESTROOMS AVAILABLE**      Restrooms are available at Donnelly Beach, Community Center, Town Hall, #3 Pavilion, and Courtney Park.

**QUIET TIME**      Must adhere to quiet times at Minerva Rec Area: Quiet Time is 10:00 pm to 7:00 am.

**SET-UP / CLEAN-UP**      ***Set-up AND clean-up are the responsibility of the Reserving Party.***  
 Town of Minerva Parks and Building are carry-in – carry-out facilities. Leave tables, floors, and grounds free of litter. Sweep and/or mop if necessary. Grill fires must be extinguished. **Patrons are responsible for the removal of ALL trash. The security deposit is required for all reservations to ensure compliance with this policy.**

**ALCOHOL USE**      **If providing alcohol; certificate of insurance demonstrating legal liability insurance or event insurance with a Special Alcohol Permit or One-Day Event Permit. Contact the NYS Liquor Authority. Hard Liquor is not allowed.**

**CLOSING**      Area must be cleaned and vacated by the closing time noted on permit.

**FEES**      **\$100 REQUIRED Refundable Security Deposit & Non-Resident Rental Fees.**

**REFUNDS**      Refunds are not issued for cancellations.

I understand this **Application** and the **Indemnification and Contribution Agreement** (enclosed) must be signed & filed with the Town of Minerva prior to the event and no later than 10 business days upon receipt. Failure to do so will terminate this agreement. I understand that revocation may be made upon board discretion.

**Applicant Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
*It is the intention of the Town of Minerva to provide facilities and services to make your outing an enjoyable one.*

